



The Texas Payroll Conference is the largest statewide conference for payroll professionals. This conference has an excellent reputation for providing the industry with subject matter experts and cost-effective RCHs.

STATISTICS

- Number of Attendees: Average 400-450
- 36% of attendees are decision-makers or influence decisions
- 80% of the attendees have more than seven (7) years of payroll experience
- Over 42% of delegates have managerial or supervisory roles
- 96% of the attendees are from the state of Texas
- Attendees represent employers of all sizes:
 - 5000+ employees 34%
 - 1,500 – 5,000 employees 22%
 - 500 – 1,500 employees 15%
 - 0 – 500 employees 28%
- 37% of delegates represent organizations with international employees

EXHIBITOR BENEFITS

- Fully furnished exhibit booth
- Recognition of sponsorship in conference brochure
- Logo, description and contact information in conference program
- Pre- and post-conference attendee lists
- Complimentary lunch for up to two registered exhibitors

EXHIBITOR HALL

In order to provide our attendees with an opportunity to view and receive information on the latest products and services that will enhance their ability to improve their department’s performance, TPC hosts an Exhibit Hall as part of our conference. You will have an opportunity to meet face-to-face with many of our payroll professionals across the state of Texas and across the country.

CONFERENCE SPONSORSHIPS

TPC understands that budgets are tight and companies need to justify each expenditure and quantify the return expected on its investment. The Texas Payroll Conference maximizes the return on investment of time, money and energy. Exhibitors that also sponsor create a mutually beneficial relationship with attendees by increasing brand recognition as well as by showing support for their regional conference.

EXHIBITOR REGISTRATION

Each 10’ x 10’ booth rental fee includes two (2) complimentary company representatives entry into the **Exhibit Hall**. Additional company representatives after two (2) must pay discounted fees to attend the conference or Friday Night Event, and may be purchased separately.



PRICING

Early Bird Registration	\$1,375 per booth	Now until March 31, 2017
Regular Registration	\$1,525 per booth	April 1 - June 30, 2017
Late Registration	\$1,725 per booth	July 1 – September 15, 2017

Exhibitor packets will be ready for pick-up at the TPC Exhibitor Registration Desk starting on Wednesday, September 20, 2017 at 5:00 PM.

BOOTH PRICING

Full payment of exhibit space is due at the time of registration if paying by credit card. Payment by check is due within 21 days of registration. Checks should be mailed to:

Texas Payroll Conference
 Attn: Exhibitor Chair
 PO Box 191473
 Dallas, Texas 75219

HOURS OF OPERATION

The Exhibit Hall will be open only during the hours listed; however, TPC encourages all exhibitors to make appointments with prospective clients during the conference. A pre-conference listing of all attendees is sent to all exhibiting companies. Networking is the key to success!

Hall Hours

- Thursday, September 21 Hall Open (Attendee Lunch) 11:30 AM – 1:30 PM
- Thursday, September 21 Reception in Exhibit Hall 5:00 PM – 6:30 PM
- Friday, September 22 Hall Open (Attendee Lunch) 12:00 PM – 1:30 PM

CONFERENCE & EXHIBIT HALL LOCATION

The Conference will be held on September 20 – 23, 2017 in the Omni Mandalay Hotel at Las Colinas, located at 221 East Las Colinas Boulevard, Irving, Texas 75039. The Exhibit Hall will be located in the Las Colinas Ballroom.

EXHIBITOR HALL THEME

Each year, TPC tries to encourage our exhibitors to get involved in the theme of the conference and the exhibit hall. This year, our theme is: *Hall of Payroll Magic!*

There are many ways to include the theme in your booth design for the conference. We hope you will take advantage of using the theme throughout your time at TPC.



HOTEL INFORMATION

TPC has contracted with a hotel in order to provide a discounted rate for the sleeping rooms for our attendees and exhibitors. The hotel is the Omni Mandalay Hotel at Las Colinas, located at 221 East Las Colinas Boulevard, Irving, Texas 75039. Room rate is \$165, and we have limited hotel rooms so book early!

Check-In/Check-Out Times for all hotels: Check-in time is 3:00 pm. Check-out time is 11:00 am.

ONSITE INFORMATION

SERVICES & EQUIPMENT PROVIDED

Exhibit booth space is 10' x 10'. Exhibit booths include an 8' back drape and 3' side drapes, two chairs, a 6' skirted draped table, a wastebasket, and a standard header 7" x 44" with name of the Exhibitor.

LIGHTING & ELECTRICAL

General illumination of the Exhibit Hall is provided. For special electrical needs, Internet and telephone lines, Freeman Decorating will provide an Exhibitor Packet approximately 45 days prior to the event. Forms to order these services will be included.

OPERATING THE EXHIBITS

It is expected that all Exhibitors will conduct their business in a professional manner and will adhere to the rules of the Exhibit Hall as stipulated in this document. **Soliciting or demonstrating by an exhibitor must be confined to the exhibit booth. Printed advertisements must be distributed within the rented space.** Exhibitors may take orders, provided that all transactions are conducted in a manner consistent with the professional nature of the Texas Payroll Conference.

Aisles in front of booths must be kept clear. Objectionable sound devices will not be operated. Engines or any other kind of equipment may be operated only with prior consent from TPC and Omni Mandalay Hotel at Las Colinas, Irving. All property destroyed or damaged by an Exhibitor must be replaced in the original condition by the Exhibitor and at the Exhibitor's expense, to the satisfaction of TPC and the party or parties whose property is involved.

All Exhibitors are asked to comply fully with the following: *Copyright laws forbid the playing of music in any form in the Exhibit Hall without appropriate licensing, payment, and permission from the composer.*

LIABILITY & INSURANCE

Upon contracting to exhibit, the Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save TPC, Omni Mandalay Hotel and their insurance agent and company, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of TPC, Omni Mandalay Hotel, as well as their employees and agents.



In addition, Exhibitor acknowledges that TPC and Omni Mandalay Hotel, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses.

LABOR

Texas is a "right to work" state. Exhibitors have the right to install their own displays.

EXHIBIT HALL SECURITY

TPC and Omni Mandalay Hotel will do their best to ensure that the Exhibit Hall area is secure. **Security of exhibitor equipment and display materials cannot be guaranteed.** Exhibitors are strongly encouraged to keep a careful watch on valuables, especially laptop computers. Exhibitors should not leave booths unattended or leave valuables in their booths during non-Exhibit Hall hours.

INSTALLATION HOURS

Exhibit installation hours will be **Wednesday, September 20, 2017**, 5:00 to 8:00 PM and **Thursday, September 21, 2017**, 8:00 to 10:30 AM. It is the responsibility of each Exhibitor to install his or her exhibit unless arrangements have been made through an outside entity. Crates and large packaging must be unpacked and removed from the Exhibit Hall no later than 10:30 AM on **Thursday, September 21, 2017**. The Exhibit Hall will officially open to attendees on **Thursday, September 21, 2017** at 11:45 AM. Unless otherwise arranged in advance with TPC, any exhibit space not occupied by 11:00 AM on **September 21, 2017** may be canceled or reassigned by TPC without refund to the Exhibitor.

FREIGHT & STORAGE

Exhibitors wishing to ship items should contact Freeman Decorating Company or the carrier of their choice directly to arrange for a schedule of fees for handling and storage. Exhibitors handling their own materials should contact Omni Mandalay Hotel at Las Colinas, Irving, TX for a schedule of fees for storage of crates. Freeman Decorating Company will publish a link for freight and storage in July 2017. This link will be forwarded to all exhibitors.

DISMANTLEMENT OF EXHIBITS

It is the responsibility of each Exhibitor to dismantle his or her display. The exhibit space must be left free of trash and discarded exhibit materials. Exhibits may **NOT** be disturbed, dismantled, or removed before 1:30 PM, Friday, September 22, 2017. **Teardown begins at 1:30 PM Friday and must be completed by 3:30 PM.** All exhibit material must be dismantled and packed by 3:30 PM, Friday, September 22, 2017. If materials are to be shipped, shipping arrangements must be made by the Exhibitor in advance with the carrier of your choice.

CANCELLATION & REFUNDS

All cancellations and requests for refund must be submitted in writing to the TPC address provided. Cancellations received before May 16, 2017 will result in Texas Payroll Conference (TPC) retaining 25% of the initial payment. Cancellations received between May 16, 2017 and July 1, 2017 will result in TPC retaining 50% of the initial payment. No requests for refunds will be granted after July 16, 2017.



TPC reserves the right to resell sponsorships not paid in full, without notice or refund, after July 16, 2017. TPC reserves the right to deny exhibit space to companies that have overdue account balances with TPC or any of its affiliates.

In the event of cancellation of the Exhibit Hall due to fire, strikes, government actions (including but not limited to actions related to domestic terrorism or war), or other causes beyond TPC's control, TPC shall not be held liable for failure to hold the Conference and Exhibit Hall, and will determine the amount of exhibit fees to be refunded.

CONTRACTOR

The official, exclusive Exhibit Hall Service Contractor is Freeman Decorating. All inquiries about additional booth furniture rental (extra tables or a different table), additional drapage, shipping instructions, booth cleaning, etc. should be addressed to Freeman. Contact information for Freeman will be included in your exhibitor packet and a link to order additional materials will be provided in July 2017.

Items included in the booth space rental fee will be placed in all booths automatically. All other equipment and/or services must be ordered and paid for by the Exhibitor. Negotiations about these items should be between the Exhibitor and **Freeman**.

QUESTIONS & INFORMATION

The Texas Payroll Conference invites you to visit our website at www.txpayrollconference.org to obtain the most up-to-date information and to see which sponsorships are still available. You may reach our Exhibitor Chair by e-mail exhibitor@txpayrollconference.org.